

COURT SERVICES COMMITTEE
MINUTES
JULY 2, 2020
5:00 PM

PRESENT: John O'Neill- Chair, Abe Forsyth- Vice Chair, Clyde Bunch, Tony DelGiorno, Pam Deppe, & Ryan Melchin

MEMBERS NOT PRESENT: Todd Smith

OTHERS: Jeff Wilhite, Mike Torchia, Craig Reiser, David Durall, Dan Wright, Charlie Stratton, Paul Palazzolo & Mary Carter (secretary)

Due to the special circumstances and the restrictions set because of the COVID-19 virus, the meeting was held in person but the committee voted to have Abe on the phone. DelGiorno made a motion & Bunch seconded. Motion carried (5-0)

A quorum was present. Chair O'Neill called the meeting to order at 5:00pm. **Bunch made a motion to approve the minutes from June 4th and Melchin seconded. Motion carried (6-0)**

New Business:

Department Updates:

Court Administration- Suzann Maxheimer-no report given

Circuit Clerk – Paul Palazzolo/David Durall

1. Changed Purchase Order No. 2020-00000280-Modern Mailing & Printing Service for additional amount of \$15,200 for printing of OP packets.
2. Purchase Order-Levi, Ray & Shoup for hardware maintenance IBM at a cost of \$15,993.56.
3. Purchase Order-Levi, Ray & Shoup for optical equipment for storage of docs at a cost of \$12,951. **Deppe made a motion to approve #1-3 and DelGiorno seconded. Motion carried (6-0)**
4. Approval to Hire an Assistant Manager/Court Clerk at an annual salary of \$32,377.45/\$16.6038 effective 7/27/20. The previous employee left the position on 6/19/20.
5. Approval to Hire a Civil Support Clerk at an annual salary of \$29,630.80/\$15.1953 effective 7/10/20. The previous employee left the position on 6/10/20.
6. Approval to Hire an Assistant Manager/Front Counter Clerk at an annual salary of \$32,377.45/\$16.6038 effective 8/10/20. The previous employee left the position on 6/26/20.
7. Approval to Hire a Front Counter Clerk at an annual salary of \$29,630.80/\$15.1953 effective 7/27/20. The previous employee left the position on 6/19/20.
8. Approval to Hire a Part-Time Records Clerk at an hourly salary of \$12.4518 effective 7/27/20. The previous employee left the position on 6/22/20. **Bunch made a motion to approve #4-8 and DelGiorno seconded. Motion carried (6-0)**

Public Defender's Office-Craig Reiser

1. Approval for Salary Adjustment for Part-Time Public Defender, Jeff Page. His salary will be \$35,425 effective 7/15/20.
2. Approval for Salary Adjustment for Part-Time Public Defender, Salena Young. Her salary will change from \$31,519 to \$35,425 effective 7/15/20.
3. Approval for Salary Adjustment for Part-Time Public Defender, Sean Liles. His salary will change from \$31,519 to \$35,425 effective 7/15/20

Bunch made a motion to approve #1-3 and DelGiorno seconded. Motion carried (6-0)

State's Attorney – Dan Wright

1. Approval to Hire an Assistant State's Attorney at an annual salary of up to \$50,000 effective on or after 6/10/20. The previous employee left the position on 6/14/19.
2. Approval to Hire a Clerk Typist at an annual salary of \$29,676 effective on or after 7/29/20. The previous employee will be promoted on 7/29/20. This is a grant funded position.
3. Approval to Hire a Clerk Typist at an annual salary of up to \$29,676 effective on or after 8/13/20. The previous employee will be promoted on 7/13/20.
4. Approval to Hire an Administrative Secretary at an annual salary of up to \$36,767 on or after 8/10/20. The previous employee will be promoted on 7/10/20.
5. Approval to Hire an Administrative Secretary at an annual salary of up to \$36,767 on or after 7/29/20. The previous employee was promoted on 6/29/20.
6. Approval for Salary Adjustment for Kelly Costello, Senior Legal Secretary. Her salary will change from \$35,148 to \$38,376 effective 7/15/20. According to Maximus (FKA DMG), using the Archer Griffiths Weighted Job Analysis, this position is now Grade 7 under the system.
7. Approval for Salary Adjustment for Annette Agrall, Senior Legal Secretary. Her salary will change from \$41,722 to \$43,808 effective 7/15/20. According to Maximus (FKA DMG), using the Archer Griffiths Weighted Job Analysis, this position is now Grade 7 under the system.
8. Approval for Salary Adjustment for Scott Pond, DUI Clerk. His salary will change from \$38,237 to \$40,149 effective 7/15/20. According to Maximus (FKA DMG), using the Archer Griffiths Weighted Job Analysis, this position is now Grade 7 under the system

Bunch made a motion to approve #1-8 and Melchin seconded. Motion carried (6-0)

Court Services – Mike Torchia/Terry Moore

1. Approval to Hire a Probation Supervisor at an annual salary of \$57,562 effective 7/18/20. The previous employee is retiring and leaving the payroll effective 7/17/20. Requesting waiver of the 30 day lag as the salary is 100% reimbursement from the State of Illinois.
2. Approval to Hire a Detention Officer at an annual salary of \$40,440 effective 7/15/20. The previous employee resigned and left the payroll on 6/25/20. Requesting waiver of the 30 day lag as the salary is 100% reimbursement from the State of Illinois.

3. Approval to Hire a Detention Officer at an annual salary of \$44,630 effective 8/3/20. The previous employee was promoted to Senior Detention Officer on 6/20/20. Requesting a waiver of the 30 day lag as the salary is 100% reimbursement from the State of Illinois.
4. Approval to Hire a Probation Officer at an annual salary of \$40,440 effective 7/15/20. The previous employee was promoted to Senior Probation Officer on 6/30/20. Requesting a waiver of the 30 day lag as the salary is 100% reimbursement from the State of Illinois.
5. Approval to Hire a Probation Officer at an annual salary of \$40,440 effective 8/3/20. The current employee is transferring back as a Detention Officer on 7/31/20. Requesting waiver of the 30 day lag as the salary is 100% reimbursement from the State of Illinois. **Bunch made a motion to approve #1-5 & DelGiorno seconded. Motion carried (6-0)**

**The Juvenile Detention report: average daily population is 10.87 for June. Average for the year is 9.73. Capacity is 16. We are running at 60.8% capacity rate.

Acceptance of Purchase Reports-**Bunch made a motion to approve & Forsyth seconded. Motion carried (6-0)**

Old Business-

- **Procurement/Grant Notifications (report only) NONE.**

There was no public comment.

Bunch made a motion to adjourn, seconded by DelGiorno. The motion carried (6-0) and the meeting was adjourned at 515pm.